

Office of the Clerk
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

Lawrence K. Baerman, Clerk
(315)234-8516

100 South Clinton Street
Syracuse, New York 13261-7367

May 1, 2003

BIENNIAL ATTORNEY ADMISSION REGISTRATION FEE

Dear Northern District Bar Member:

The Northern District's Local Rules¹ of Practice include a provision requiring all active members of the Northern District Bar to pay a **\$30.00** biennial registration fee. (See Local Rule 83.1(a)5.) The registration fee will be deposited in the District Court Attorney Admission Fund in accordance with L.R. 83.1(a)5 and General Order #8. The fund will be used for expenses which will benefit the bench and bar in the administration of justice. Examples of such expenses include furnishing attorney conference rooms at each of our courthouse locations, providing Internet access for the bar in the Court's electronic courtrooms, funding CLE programs for the bar, and funding disbursement costs in pro bono matters.

Please complete the attached registration form and return it along with your **\$30.00** check to:

United States District Court
Attention: Biennial Registration Clerk
James Hanley Federal Building
PO Box 7367
100 South Clinton Street
Syracuse, New York 13261-7367

Checks should be made payable to Clerk - U.S.D.C.

Failure to remit this fee by June 1st, 2003 will result in your name being removed from the active rolls of this Court.

Note: This year we have included a requirement on the biennial registration form that members of the bar provide us with your **e:mail address**. The Court is in the process of installing a new Case Management and Electronic Case Filing System known as CM/ECF that will be operational on January 1st, 2004. Effective January 1st, 2004 the Court will require the Bar to file documents electronically, through the Court's Electronic Case Files System (CM/ECF). A General Order with Administrative Guidelines will be issued by the Court in early July setting forth the procedures for electronic filing by the Bar. My Office will be offering extensive support and training to the members of the Northern District Bar on the use of this very exciting technology.

¹The \$30.00 registration fee is waived for all attorneys employed by the United States Government as well as all state and local public sector entities. See L.R. 83.1(a)5.

We anticipate that the CM/ECF training classes for the Bar will begin this fall and will run well through next year. I have included in this mailing a bar newsletter on CM/ECF. For additional information on the Court's Case Management / Electronic Files, class schedules and locations please visit our website at www.nynd.uscourts.gov, click on the link for CM/ECF. Our website also contains copies of the Court's Local Rules, General Orders, forms, and general office and resource information.

I have also enclosed for your convenience an **application for a PACER Account**. PACER is the Federal Judiciary Public Access to Court Electronic Records system. Attorneys practicing in any of the Federal Courts that are using the CM/ECF filing system will be required to have a PACER account. PACER will give you 24 hours/ 7 day a week access to the electronic documents and docket sheet information on federal cases filed in the Northern District of New York as well as in any of the 94 Districts in the United States. Attorneys of record filing documents through the CM/ECF system and parties in a case will receive one free electronic copy of all documents filed electronically. The Judicial Conference has prescribed a fee of 7 cents per-page for Internet access to documents from the case file. The Judicial Conference has also approved a 30 page cap on per-document charges of \$2.10. If you or your firm do not currently have a PACER account, please complete the enclosed PACER application and mail or fax it to the address listed on the application form.

Your canceled check will be your receipt. If you have a question concerning the Biennial Attorney Registration, please phone (315) 234-8686. Please remember to complete your **e:mail address** before sending the registration form to my office.

Thank you, and I look forward to seeing you and working with each of you during our CM/ECF implementation.

Sincerely,

Lawrence K. Baerman

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

2003 BIENNIAL ATTORNEY REGISTRATION FORM

TITLE: Mr. ____ Mrs. ____ Miss. ____ Ms. ____

NAME:

(Last) (First) (Middle)

FIRM NAME: _____

OFFICE

ADDRESS: _____

BUSINESS TELEPHONE NUMBER: (____) - _____

FACSIMILE NUMBER: (____) - _____

E:MAIL ADDRESS IS NOW A REQUIRED FIELD

***ELECTRONIC (E-MAIL) ADDRESS:** _____

**NOTE - AN E:MAIL ADDRESS IS REQUIRED AND WILL BE NECESSARY FOR USE
WITH THE COURT'S ELECTRONIC CASE FILES SYSTEM (CM/ECF)**

DATED: _____ **SIGNATURE:** _____

NOTE: A supplemental statement of any changes in the foregoing information shall be filed within ten (10) days of such change.
[Refer to Local Rules 10.1(b)2, 41.2(b) & 83.1(e)] (Blank attorney registration forms are available on the court's website at
www.nynd.uscourts.gov)

FOR OFFICE USE ONLY: 1) ASSIGNED BAR ROLL NUMBER: _____
2) DATE FEE PAID: _____ 3)

If you have a question concerning the **Biennial Attorney Registration**, please phone
(315) 234-8686.